

# Form O-252

## Order Form for Connecticut Cigarette Tax Stamps

Complete the form in black or blue ink only.

Distributor's Name (Type or print)			Connecticut Tax Registration Number ▶	
Number and Street			FEIN	
City or Town	State	Zip Code	Department of Revenue Services (DRS) Use Only	
Authorizing Signature		Print Name & Phone Number	Date of Purchase ▶ _____/_____/_____	

DRS Use Only		
Unit	Unit Serial Numbers	
	From	To
▶ \$1.51	▶	▶
▶ \$1.51	▶	▶
▶ \$1.8875	▶	▶
▶ \$1.8875	▶	▶
▶	▶	▶
▶	▶	▶

In case of a credit (returned stamps, etc.), check the appropriate box below on how to apply an overpayment to the account.

☐ Credit  
☐ Refund

Indicate method of payment: <input type="checkbox"/> Charge <input type="checkbox"/> Payment with Order				
Denomination (Cigarettes per Pack)	Quantity	Unit Cost		Amount
20 Cigarette (30,000 per roll)	▶	▶ \$1.51 ▶	1.	\$
20 Cigarette (150 per sheet)	▶	▶ \$1.51 ▶	2.	\$
25 Cigarette (3,600 per roll)	▶	▶ \$1.8875 ▶	3.	\$
25 Cigarette (100 per sheet)	▶	▶ \$1.8875 ▶	4.	\$
	▶	▶ ▶	5.	\$
	▶	▶ ▶	6.	\$
Total			▶ 7.	\$
Less 1% Discount			▶ 8.	\$
Net Amount of Tax			▶ 9.	\$
Amount Paid for This Order			▶ 10.	\$
Balance Due This Invoice			▶ 11.	\$

Make check or money order payable to: **Commissioner of Revenue Services.**

Signature of Person Filling Order (DRS Employee)	Date
Signature of Person Receiving the Stamps	Date

**Note:** Charge customer payments must be made within 30 days of the purchase date. Otherwise, interest will be added at the rate of 1% per month or fraction of a month on any portion that is unpaid 30 days after the purchase date.

This section must be completed and signed if stamps are to be shipped.

Indicate method of shipment: ☐ FedEx Priority ☐ DHL Next Day 10:30 am  
☐ FedEx Standard ☐ DHL Next Day 12:00 pm

Account Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

The risk that the ordered stamps may not be received by the distributor is borne solely and exclusively by the distributor. In the event that the ordered stamps are not received by the distributor, the distributor remains liable for the balance due on this invoice, and any demand or claim against the State of Connecticut by the distributor for refund or credit of the amount paid for the ordered stamps is waived and released.

\_\_\_\_\_  
Signature of Authorizing Officer Print Name & Phone Number

## Important

**For all stamp purchases:** Copy of order form will be returned with your stamp order. Please reference the "DRS date of purchase" on all inquiries.

**For payments:** When remitting payment for a previous charge, reference the "DRS date of purchase" on check or submit a copy of the completed order form with your payment. Department of Revenue Services (DRS) may submit the check to your bank electronically.

Please send stamp purchase orders or payments to:

**Department of Revenue Services  
Registration Walk-In Unit  
PO Box 2937  
Hartford CT 06104-2937**

For Overnight Express Mail:

**Department of Revenue Services  
Registration Walk-In Unit  
25 Sigourney Street  
Hartford CT 06106**

## Directions to 25 Sigourney Street

If you are traveling North or South on Interstate 91, take Interstate 84 West in Hartford. Once on Interstate 84 West, take Exit 47, Sigourney Street. At the traffic light turn left on to Sigourney Street. Move quickly to the right lane. The tall brick building on your immediate right is the DRS. Turn right into the circular driveway.

If you are traveling on Interstate 84 East, take Exit 48B, Capitol Avenue. Turn right on to Capitol Avenue and continue for approximately five tenths of a mile. You will pass through five traffic lights. At the sixth traffic light, turn left on to Park Terrace. Proceed approximately 100 yards. Take your first right and continue on Sigourney Street for 50 yards. Turn left into the circular driveway and proceed into the parking garage.

You can enter DRS offices by the main lobby at 25 Sigourney Street or by the garage entrances on Sigourney Street. The first hour of parking in the garage is free.

## For Further Information

Forms and publications are available anytime by:

- **Internet:** Visit the DRS Web site at [www.ct.gov/DRS](http://www.ct.gov/DRS) to download and print Connecticut tax forms; **or**
- **Telephone:** Call **860-297-4753** (from anywhere), or **1-800-382-9463** (in-state) and select **Option 2** from a touch-tone phone.

**TTY, TDD, and Text Telephone users only** may transmit inquiries anytime by calling **860-297-4911**.